



**CONCILIATION
FINAL JOINT SESSION**

NO AGREEMENT / PARTIAL AGREEMENT

Set the stage	<i>"We brought you back together because it's our best chance for progress" "We'll tell you where you are and then talk about your options."</i>
Agreement Points	<i>"So you both agree _____, is that right?"</i> <ol style="list-style-type: none">1. Link: Issues, facts, feelings in common2. Share: <u>Positives</u> and <u>Apologies</u>3. Summarize where they are
Legal issues /Trial Preparation:	Assess the strengths and weaknesses of each side Analyze and understand the issues Help parties generate realistic options Talk about contested issues, settlement options, and trial preparation
Conciliation Report	Complete Conciliation Report

CONCLUSION OF CONCILIATION

Evaluation	Let parties and attorneys that we will send link for evaluations
Conciliation Report	Conciliation Report will be circulated by email for signatures and is returned to court



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AGREEMENT

Review Agreement “So you both agree _____, is that right?”

- Ask**
1. “Is this Agreement acceptable to everybody?”
 2. “Have we covered everything?”
 3. “Is there any piece of this you are uneasy with?”

Agreement: All terms have been met:

- | | |
|----------------------------------|---|
| 1. Determine | if they wish to dismiss the matter or enter an Agreement for Judgment |
| 2. Agreement for Judgment | may be entered only if all terms have been met |
| 3. Agreement | Write up Agreement, circulate for signatures, and return it to court |
| 4. Conciliation Report | Complete Conciliation Report |

Agreement: Attorney will draft agreement at his/her office

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|-------------------------------|---|
| 1. Ask | Ask parties to commit to time to put Agreement in Writing; |
| 2. Conciliation Report | Complete Conciliation Report |
| 3. Agreement Points | List the Agreement Points and attach to Conciliation Report |
| 4. Court Date | Court will assign the next court event |

Agreement: Parties need additional time to obtain additional information or make payment(s)

- | | |
|------------------------------------|---|
| 1. Time | Ask Parties to commit to time necessary to do so |
| 2. Agreement | Write up Agreement, if applicable, include how and when payment will be made |
| 3. Agreement Points | Write up Agreement Points, if applicable, include when information will be obtained |
| 4. Conciliation Report | Complete Conciliation Report |
| 5. Circulate for Signatures | by email |
| 5. Court Date | Next court event |

CONCLUSION OF CONCILIATION

Evaluation Let parties and attorneys know we will be sending Evaluations

Conciliation Report Conciliation Report is returned to court after signatures

Agreements: Return Signed Agreement to court with Conciliation Report

Return to Court Room All Parties must return to court for next court event



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CONTINUANCE OF CONCILIATION IN COURT

Conciliation Report Complete Conciliation Report
Agreement Points Return to court with Conciliation Report

CONCLUSION OF CONCILIATION

Evaluation Let parties and attorneys know we will be sending Evaluations
Conciliation Report Conciliation Report is returned to court after signing
Agreement Points Returned to court with Conciliation Report
Return to Court All Parties must return to court for next scheduled event